

**SUSTAINABLE BURBANK TASK FORCE**  
**May 16, 2011 MINUTES**

**I. CALL TO ORDER:**

The meeting of the Sustainable Burbank Task Force was held in the Burbank Police Department Community Room, 200 North Third Street, on the above date. Ms. Sharon Springer, Chair, called the meeting to order at 4:46 p.m.

**II. ROLL CALL:**

**Members Present:**

Nicholas de Wolff  
Mark Hardyment  
Wendy James  
Dr. Maureen Kellen-Taylor  
Rita Khechumyan  
Cynthia La Camera  
Ken Lewis (Vice Chair)  
Sharon Springer (Chair)  
Tom Steele

**Members Absent:**

Jeff Catalano  
Geoffrey Folsom  
Lisa Rawlins  
James Smith  
Jef Vander Borght

**Council Members and Staff Present:**

Gary Bric – Council Member, City Council  
Emily Gabel-Luddy – Council Member, City Council  
Bonnie Teafora – Public Works Director, Public Works  
Sherry Richardson - Administrative Officer, Public Works  
Kreigh Hampel – Recycling Coordinator, Public Works  
Ferris Kavar – Recycling Specialist, Public Works  
Jan Bartolo – Deputy Director, Park Services, PR&CS  
Jeanette Meyer – Marketing Manager, BWP  
Mary Riley – Sr. Assistant City Attorney, City Attorney's Office  
Jacqui Batayneh – Recording Secretary, Public Works

**III. ORAL COMMUNICATIONS:**

(Limited to items on the printed agenda or items regarding the business of the Sustainable Burbank Task Force. The Task Force has adopted rules to limit oral communications to 2 minutes; however, the Task Force reserves the right to extend this time period.)

A. Public: None

B. Task Force Members: None

C. Staff Communication:

Bonnie Teafora, Public Works Director, announced that during the City Council reorganization on May 2, 2011, Jess Talamantes was appointed Mayor and Dave Golonski was appointed Vice Mayor. The Council also selected two liaisons for the Task Force, Council Member Gary Bric and Council Member Emily Gabel-Luddy. The Task Force welcomed Mr. Bric. Ms. Teafora reported that terms for four members of the Task Force will expire June 1, 2011. The Council will make appointments to the Task Force at its May 17, 2011, meeting. Ms. Teafora also informed the group that Jeff Catalano and Geoffrey Folsom have verbally requested to resign from the SBTF.

Mr. Hampel, Public Works, thanked Mr. Lewis for his Urban Heat Island presentation at the Native Nights workshop on April 20, 2011.

Ms. Bartolo, PR&CS, distributed the current PR&CS summer 2011 recreation brochure. The brochure contains an advertisement for the free parkway tree giveaway program. The advertisement is also available on the City's website under the landscaping and forestry section. Ms. Bartolo reported that PR&CS has removed the backflow units and dismantled the irrigation controllers as part of phase two of the Police/Fire Headquarters water intrusion project. The landscaping will be in transition for the next few months and staff will be choosing a new plant palette consisting of native California plants and drought tolerant plants. Staff will work with City departments to relocate plants that currently exist.

#### **IV. APPROVAL OF MINUTES:**

Mr. Lewis moved and Ms. James seconded, to approve the minutes from the April 18, 2011 meeting. The minutes were approved with two abstentions. Mr. de Wolff and Ms. Khechumyan abstained.

#### **V. SUBCOMMITTEE REPORTS AND PRIORITIES DISCUSSION:**

- A. Mr. Hampel, on behalf of the Zero Waste Subcommittee, reported that the Subcommittee is working with the Los Angeles Conservation Corps on a "more fun less waste" campaign for the 2011 Starlight Bowl concert series and is discussing reducing the use of plastic bags with the Burbank Farmers Market. Mr. Hampel reported that Senate Bill 515 (SB 515), a bill designed to recover disposable alkaline batteries, has been suspended and will not be moving forward in 2011. Mr. Hampel reported that the Subcommittee is also working on a possible site for e-waste collection.
- B. Mr. Lewis, on behalf of the Energy Subcommittee, reported that the Subcommittee did not meet since the last SBTF meeting.
- C. Mr. de Wolff, on behalf of the Mobility and Urban Design Subcommittee, reported that the Subcommittee did not meet since the last SBTF meeting. Mr. de Wolff stated that the Subcommittee will need to reorganize as Ms. Gabel-Luddy has been elected to the City Council and Mr. Vander Borcht's Task Force term expires June 1, 2011. Mr. de Wolff asked that the Subcommittees be reviewed and/or appended as part of the overall Task Force goal setting discussion. The Task Force agreed to place the item on the SBTF agenda and review the composition of the Subcommittees at its June 2011 meeting.
- D. Ms. Teaforde reported that the Olive Avenue Streetscape Subcommittee has not met since the last SBTF meeting. Staff will schedule a meeting in the near future. The Olive Avenue Streetscape project will be presented to Council as part of the Infrastructure Report during the budget study session on May 26, 2011.
- E. Ms. La Camera, on behalf of the Water Subcommittee, reported that the Water Subcommittee met twice since the last SBTF meeting. Subcommittee members recently attended a symposium presented by the Woodbury Arid Land Institute. Several Subcommittee members also attended a meeting at Burbank Water and Power (BWP) to discuss BWP's role in developing the proposed stormwater management plan and how they will interface with other City departments. BWP is currently seeking direction from their Board and the SBTF on how to move forward with the development of the proposed stormwater master plan. The BWP Board is currently researching the benefits of developing a stormwater master plan, as BWP does not receive direct benefits for increased water resources from stormwater recharge. The Subcommittee provided

Public Works staff with a two-phase recommendation for the proposed stormwater master plan: 1) overall feasibility, and 2) specific projects and technologies. Ms. Teaford stated that staff is reviewing the recommendation and will return to the Subcommittee, the Task Force, and the City Council for consideration. The Task Force asked questions of staff and engaged in a brief discussion.

- F. Ms. James, on behalf of the Outreach Subcommittee, reported that the Subcommittee has not met since the last SBTF meeting, but was given a copy of the revised “Going Green” section of the website. The Subcommittee would like to continue working on finding more resources and options for a sustainability website.

## **VI. TASK FORCE GOAL SETTING:**

Ms. Springer asked the group to discuss how the Task Force would like to proceed with its priorities and goals in FY 11-12. The group engaged in discussion and agreed on the following 11-12 SBTF priorities:

### **Sustainable Design**

- ◆ *Ensuring effective Task Force and community input on the sustainable design of major infrastructure projects*
- ◆ *Focus: Johnny Carson Park*

### **Urban Heat Island Effects**

- ◆ *Continue efforts to reduce urban heat island effects*
- ◆ *Focus: Maintain and expand the tree canopy*

### **Transportation**

- ◆ *Continue to improve citywide transportation experiences and options*
- ◆ *Focus: Close bicycle network gaps and manifest the full bicycle network*  
*(The group agreed to further discuss Transportation following the appointment of new SBTF members)*

### **Energy**

- ◆ *Maximize the efficiency and reduce the use of energy resources*
- ◆ *Focus: (To be determined)*

### **Zero Waste**

- ◆ *Promote zero waste policies, focusing on extended producer responsibility and other waste diversion practices*
- ◆ *Focus: Plastic bags, manure, and logs to lumber*

### **Strategic Communications Plan**

- ◆ *Engage the community in sustainability efforts*
- ◆ *Focus: (To be determined)*

### **Storm Water Management**

- ◆ *Promote management of stormwater as a resource*
- ◆ *Focus: Work closely with staff to develop a plan to manage stormwater as a resource*

## **VII. WEBSITE POSTINGS DISCUSSION:**

The Outreach Subcommittee did not meet since the last SBTF meeting and has not made any progress regarding options for a sustainability website. The Public Information Office has made some revisions to the “Going Green” section of the website, which now has links

to various City departments who promote sustainability. The Task Force agreed to table this item until the June 20, 2011, meeting.

**VIII. SYMPOSIUM IDEA – ADDITIONAL REPORT & DISCUSSION:**

Ms. Springer reported that the Water Subcommittee is discussing the symposium idea and agreed that it will be a tremendous amount of work to organize. Ms. Gabel-Luddy suggested partnering with an existing organization that has symposium experience. The Task Force engaged in a brief discussion and agreed to have the Water Subcommittee continue researching symposium options.

Mr. Lewis asked about the trees at John Burroughs High School (JBHS). Mr. Steele stated that the trees on Keystone Street will be removed and replaced. The trees produce berries that will ultimately stain the new synthetic track at JBHS. The trees will be replaced by a less destructive species.

Ms. James announced that she will not attend the June 20, 2011, SBTF meeting, and Ms. Teafora will be absent for the August 15, 2011, SBTF meeting.

**IX. ADJOURNMENT:**

The meeting was adjourned at 6:52 p.m. The next regularly scheduled meeting will be held on Monday, June 20, 2011, at 4:30 p.m. at the Burbank Police Department Community Room, 200 North Third Street.

Respectfully submitted,

Bonnie Teafora, Public Works Director  
BT: jb